

# BOARD ROLES & RESPONSIBILITIES

## ALL VOLUNTEER ORGANIZATION (AVO)

Naples Garden Club is an All Volunteer Organization. In its *governance* role, the board fulfills its responsibilities by acting as a collective body. In its *management* and *leadership* roles, board members fulfill these responsibilities through their actions as individuals. Each Director has a specific area of responsibility, as well as board responsibilities, and is expected to commit time, energy and enthusiasm to Naples Garden Club and to their specific area of responsibility.

## ROLE OF THE BOARD (Governance Role)

1. Determine the organization's Mission and purpose
2. Ensure effective organizational planning
3. Ensure adequate resources
4. Exercise fiduciary responsibility and oversight
5. Determine, monitor and evaluate progress of the organization's programs and services
6. Enhance the organization's public standing
7. Ensure ethical and legal integrity and maintain accountability
8. Recruit and orient new board members and assess board performance

## MANAGEMENT AND LEADERSHIP ROLES

1. Attend and participate in all board meetings on a regular basis, and special events as able.
2. Prepare for meetings by reading agenda, financial statements and reports prior to the meeting.

3. Chair/participate in a board committee and serve on an ad-hoc committee as necessary.
4. Meet deadlines - Submit Committee Reports, newsletter articles, requested information by established deadlines.
5. Become Familiar with finances, budget, and financial/resource needs.
6. Be alert to community concerns that can be addressed by NGC's mission, programs and services.
7. Understand policies, procedures, bylaws and standing rules of Naples Garden Club.
8. Help communicate and promote NGC's mission and programs to the community.
9. Participate in board discussion by having the courage to speak and the courtesy to listen.
10. Develop future leaders and plan for your succession.
11. Financially support Naples Garden Club in a manner commensurate with one's ability.

## RESPONSIBILITIES OF NAPLES GARDEN CLUB TO BOARD MEMBERS

1. Carry Directors and Officers (D&O) Insurance in an amount agreed to by the Board of Directors.
2. Reimburse approved, budgeted expenses within one month of submission to the Treasurer.